

**PLEASE REVIEW THE FOLLOWING
IMPORTANT INFORMATION
BEFORE FILLING OUT A NOTICE OF APPEARANCE FORM**

- Please call the Board Agent to whom the pending charge or petition is assigned for assistance in filing a notice of appearance form. The Board Agent will be happy to answer your questions about the notice of appearance form. Seeking assistance from the Board Agent to whom the pending charge or petition is assigned may help you to avoid the delay of receipt by your representative of information relevant to the processing of your charge or petition.
- Please enter the complete case name(s) in the border space to the top left-hand side of the form. Be sure to provide the assigned case number(s) of the charge(s) or petition(s) for which the notice of appearance form is being submitted. Be sure to include all telephone and fax numbers of the representative since this will be a significant aid to the processing of your charge or petition.
- After completing the notice of appearance form, be sure to sign and date the notice of appearance and mail, fax or hand deliver the completed form to the appropriate Regional Office.
- Parties appearing before the National Labor Relations Board are not required to have a representative to fully partake in all proceedings. If you select a representative, be sure to provide a completed notice of appearance form for each new representative appearing on your behalf before the Board.

NATIONAL LABOR RELATIONS BOARD
NOTICE OF APPEARANCE

CASE NO.

TO: (Check one Box Only) 1/

☐ REGIONAL DIRECTOR☐ EXECUTIVE SECRETARY
NATIONAL LABOR RELATIONS BOARD
WASHINGTON, D. C. 20570☐ GENERAL COUNSEL
NATIONAL LABOR RELATIONS BOARD
WASHINGTON, D. C. 20570

THE UNDERSIGNED HEREBY ENTERS APPEARANCE AS REPRESENTATIVE OF _____

IN THE ABOVE-CAPTIONED MATTER.

SIGNATURE OF REPRESENTATIVE (PLEASE SIGN IN INK)	REPRESENTATIVE'S NAME, ADDRESS, ZIP CODE (PRINT OR TYPE)
DATE	
	AREA CODE TELEPHONE NUMBER FAX TELEPHONE NUMBER

1/ IF CASE IS PENDING IN WASHINGTON AND NOTICE OF APPEARANCE IS SENT TO THE GENERAL COUNSEL OR THE EXECUTIVE SECRETARY A COPY SHOULD BE SENT TO THE REGIONAL DIRECTOR OF THE REGION IN WHICH THE CASE WAS FILED SO THAT THOSE RECORDS WILL REFLECT THE APPEARANCE.